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Item X of the provisional agenda

Report on the regional hands-on training workshops on the use of the non-Annex I greenhouse gas inventory software

Note by the secretariat

Summary

Between October 2013 and March 2014 the secretariat organized three regional hands-on training workshops on the use of the non-Annex I greenhouse gas (GHG) inventory software (NAIIS). The workshops were designed to train the national focal points and other relevant key national experts from Parties not included in Annex I to the Convention involved in the preparation of their national GHG inventories in the use of NAIIS for preparing and reporting those national GHG inventories. This report outlines the proceedings of the workshops and summarizes the presentations made and discussions held. It also includes a summary of the recommendations made by the participants on possible improvements to NAIIS and the organization of such training workshops in the future.

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I. Introduction

A. Mandate

1. The Subsidiary Body for Implementation (SBI), at its thirty-fifth session, requested the secretariat to upgrade the national greenhouse gas (GHG) inventory software for Parties not included in Annex I to the Convention (non-Annex I Parties) and to make it available to such Parties by June 2013.[1]

2. In response to that request, the secretariat upgraded the existing Excel-based version of the software for use by non-Annex I Parties for compiling and developing their national GHG inventories to a web-based application, namely the non-Annex I GHG inventory software (NAIIS),[2] with enhanced functionalities. The upgraded web-based application was released on 6 June 2013. While both the Excel-based and upgraded web-based application are based on the same methodologies from the Intergovernmental Panel on Climate Change (IPCC) *Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories* (hereinafter referred to as the Revised 1996 IPCC Guidelines), the IPCC *Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories* (hereinafter referred to as the IPCC good practice guidance) and the IPCC *Good Practice Guidance for Land Use, Land-Use Change and Forestry* (hereinafter referred to as the IPCC good practice guidance for LULUCF), their design, layout and functionalities differ significantly.

3. SBI 39 and SBI 40 welcomed the efforts made by the secretariat to provide relevant training to national experts from non-Annex I Parties with a view to facilitating the efficient use of NAIIS. In addition, SBI 39 encouraged the secretariat to continue to make every effort to ensure that relevant training is made available to all non-Annex I Parties.[3]

4. Furthermore, SBI 40 thanked the Governments of the Philippines, Gabon and Colombia for having hosted the regional hands-on training workshops on the use of NAIIS, which were organized by the secretariat. In addition, it requested the secretariat to report, at SBI 41, on the regional hands-on training workshops on the use of NAIIS organized by the secretariat in the period 2013–2014.[4]

B. Scope of the note

5. This report on the proceedings of the three regional hands-on training workshops on the use of NAIIS includes a brief summary of the presentations made by resource persons and secretariat staff and the subsequent discussions held, as well as recommendations on possible improvements to NAIIS and the implementation of possible future regional training workshops.

6. The report covers the following:

(a) The hands-on training workshop for the Asia-Pacific region on the use of NAIIS, held in Manila, Philippines, from 14 to 18 October 2013;

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[1] FCCC/SBI/2011/17, paragraph 43.

[2] The web-based application NAIIS is available at <http://unfccc.int/7627.php>.

[3] FCCC/SBI/2013/20, paragraph 38, and FCCC/SBI/2014/8, paragraph 33.

[4] FCCC/SBI/2014/8, paragraph 33.

(b) The hands-on training workshop for the African and Eastern European regions on the use of NAIIS, held in Libreville, Gabon, from 10 to 14 March 2014;

(c) The hands-on training workshop for the Latin America and Caribbean region on the use of NAIIS, held in Bogota, Colombia, from 24 to 28 March 2014.

C. Possible action by the Subsidiary Body for Implementation

7. The SBI, having considered this report, may wish to note the recommendations made by the workshop participants and provide further guidance to the secretariat, as appropriate, on the provision of further technical assistance to non-Annex I Parties to enable them to fulfil their reporting obligations under the Convention.

II. Proceedings of the workshops

A. Introduction to and objective of the workshops

8. In the period between October 2013 and March 2014 the secretariat organized three regional hands-on training workshops on the use of NAIIS:

(a) The hands-on training workshop for the Asia-Pacific region on the use of NAIIS was hosted by the Government of the Philippines in Manila from 14 to 18 October 2013. The workshop was attended by 40 national experts representing 29 non-Annex I Parties from the region;[4]

(b) The hands-on training workshop for the African and Eastern European regions was hosted by the Government of Gabon in Libreville, Gabon, from 10 to 14 March 2014. The workshop was attended by 42 national experts representing 37 non-Annex I Parties from the regions;[5]

(c) The hands-on training workshop for the Latin America and Caribbean region was hosted by the Government of Colombia in Bogota, Colombia, from 24 to 28 March 2014. The workshop was attended by 29 national experts representing 23 non-Annex I Parties from the region.[7]

9. The main objective of the three regional hands-on training workshops was to train the national focal points and other relevant key national experts involved in the preparation of their national GHG inventories in the use of NAIIS for preparing and reporting those national GHG inventories.

10. As encouraged by SBI 33 and SBI 34, in order to maximize participation in the workshops,[8] the secretariat arranged a facility for national experts to participate remotely in the workshops via videoconferencing. Such remote participation allowed for a total of 55, 48 and 167 additional experts from the Asia-Pacific, African and Eastern European, and Latin American and Caribbean regions, respectively, to be involved in the training workshops over each five-day period.

11. The workshops were organized with the financial support of Australia, Canada and the European Union.

[4] For a list of participants, see annex I.
[5] For a list of participants, see annex II.
[7] For a list of participants, see annex III.
[8] FCCC/SBI/2010/27, paragraph 29, and FCCC/SBI/2011/7, paragraph 34.

B. Design and content of the workshops

12. The three regional hands-on training workshops were similar in design and structure, including theory as well as hands-on exercises using realistic sets of data. The morning sessions were devoted to refresher courses on the Revised 1996 IPCC Guidelines, as well as on the IPCC good practice guidance and the IPCC good practice guidance for LULUCF, including cross-cutting issues, on the basis of training materials developed by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention.[9] The afternoon sessions were dedicated to hands-on practice of using NAIIS, in line with the corresponding themes covered in the morning sessions.

13. The hands-on training sessions, through presentations, a live demonstration and hands-on exercises using a set of country data, introduced the different functionalities of NAIIS to the workshop participants. Both the theory and hands-on exercises covered the following themes: inventory management (user management, and management of different versions of the inventory as well as the workflow to produce the final version of the national GHG inventory), key cross-cutting issues (key category analysis, completeness and consistency checks) and all of the sectors (energy, industrial processes, agriculture, land-use change and forestry/land use, land-use change and forestry, and waste). The participants were given ample time to practise and better understand the different functionalities that are available and how they work, as well as to interact with the resource persons and gain confidence in using the application.

14. All three regional hands-on training workshops were structured as follows:[10]

(a) The first day was dedicated to general and cross-cutting themes related to the development of sustainable national GHG inventory management systems, as well as to methodological and data choices, addressing data gaps, the IPCC emission factor database, quality assurance/quality control procedures, key category analysis and uncertainty assessment;

(b) The second up to the first half of the fifth day were dedicated to the five sectors of the national GHG inventory. The training for each sector covered: an overview, emission sources and sinks, basic emission processes and good practice guidance, as well as a walk-through session on the relevant module of NAIIS and a hands-on exercise using a case study on the use of NAIIS;

(c) The last half-day was dedicated to an additional session on the implementation of important cross-cutting issues as well as to feedback from the participants.

15. The training sessions were conducted by resource persons, including consultants and secretariat staff members.

III. Participants' feedback

16. When closing each of the three workshops, an evaluation was conducted in the form of a questionnaire. Comments and recommendations were solicited from the participants on possible improvements to the training materials and on how the conduct of such workshops could be improved in the future. The participants expressed their appreciation to the secretariat for organizing the regional training workshops and to the Governments of the

[9] Available at <http://unfccc.int/349.php>.

[10] The agenda for one of the workshops is included in annex IV.

Philippines, Gabon and Colombia for hosting them and providing excellent facilities. They also thanked the Parties that funded the workshops.

17. The participants were very positive[11] about the workshops and stated that they looked forward to using NAIIS.[12] The vast majority found NAIIS to be better than the Excel software.[13] Throughout the five-day period, they engaged in completing the hands-on training exercises with a great deal of enthusiasm. They explored all of the functionalities of NAIIS and many of them expressed interest in repeating the exercises back home using the data provided during the workshops. In general, the workshops were successful in achieving the following:

(a) Familiarizing the national experts from non-Annex I Parties with NAIIS;

(b) Fostering a general understanding of the methodologies used for estimating national GHG emissions by sources and removals by sinks;

(c) Serving as a platform for sharing experiences and lessons learned among national experts from the same region;

(d) Promoting networking among national experts involved in compiling their national GHG inventories;

(e) Enhancing awareness of the availability, functionality and utility of NAIIS and prompting additional requests for access to it (as at 26 August 2014, 42 non-Annex I Parties had started using NAIIS).

18. The workshop participants highlighted the relevance and utility of NAIIS:

(a) The documentation and archiving functionalities can facilitate the maintaining of an institutional memory of the work on the national GHG inventory within countries;

(b) The user management functionality will make the management of the national GHG inventory team more efficient;

(c) The ability of NAIIS to, among other things, save data in real time, export and import into Excel and XML formats, deal with multi-year data in one go, implement some aspects of quality assurance/quality control, conduct key category analysis, etc. was seen as a positive aspect;

(d) NAIIS can be run using any standard web browser, independent of any special software.

19. The following recommendations were made regarding NAIIS, some of which had already been implemented as at 25 April 2014, when the latest version of NAIIS, including some technical enhancements and bug fixes, was released for use by non-Annex I Parties:

(a) There is a need to restrict the ability to export and import data entry grids to the user's assigned sector;

(b) The exported data entry grids and tables should include a time stamp, indicating time, version and the status of the inventory or parts of the inventory being exported;

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[11] The overall satisfaction rating given to the workshops ranged between 87 and 100 per cent.

[12] The overall satisfaction rating given to the web-based application NAIIS ranged between 62 and 89 per cent.

[13] The overall satisfaction rating given to the first-use experience of NAIIS ranged between 69 and 86 per cent.

(c) There is a need to include a functionality to trace any changes made by the different members of the team using NAIS;

(d) There is a need to add the ability to produce graphs.

20. Overall, the level of satisfaction of the participants in the three workshops was high, regarding both NAIS and the organization of the workshops.

Annex I

List of participants in the hands-on training workshop for the Asia-Pacific region

Title	*First name*	*Surname*	*Country organization function*
Mr.	Naqibulla	Sediqi	Afghanistan
Mr.	Md. Shamsul	Alam	Bangladesh
Mr.	Tsheten	Dorji	Bhutan
Ms.	Bumpa	Lhamo	Bhutan
Mr.	Rinzin	Namgay	Bhutan
Ms.	Lizah Biti	Juma'At	Brunei Darussalam
Ms.	Dk Haryanti	Pg Haji Petra	Brunei Darussalam
Mr.	Mohammad Akmal Fikry	Yusra	Brunei Darussalam
Mr.	Sophal	Leang	Cambodia
Ms.	Vaine Terepai Celine	Dyer	Cook Islands
Mr.	Abdelkarim	Shalabi	Jordan
Ms.	Regina	Rotitaake	Kiribati
Mr.	Immala	Inthaboualy	Lao People's Democratic Republic
Mr.	Ramzi	Shasha	Lebanon
Ms.	Amy Charlene	Wong	Malaysia
Mr.	Stephen	Why	Marshall Islands
Mr.	Gereit-Od	Tsogtbaatar	Mongolia
Mr.	Sujan	Subedi	Nepal
Mr.	Imran	Khan	Pakistan
Ms.	Sherlyn	Weplu	Papua New Guinea
Mr.	Rolando	Abad, Jr.	Philippines
Mr.	Arnold Grant	Belver	Philippines
Ms.	Gerarda Asuncion	Merilo	Philippines
Ms.	Aura Venia	Rayala	Philippines
Ms.	Sandee	Recabar	Philippines
Mr.	Abdulmalek	Alobra	Saudi Arabia
Mr.	Khalid	Alwafi	Saudi Arabia

Title	*First name*	*Surname*	*Country organization function*
Ms.	Tian	Goh	Singapore
Ms.	Shu Yee	Wong	Singapore
Ms.	Surani	Pathirana	Sri Lanka
Mr.	Nasimjon	Rajabov	Tajikistan
Mr.	Sivach	Kaewcharoen	Thailand
Mr.	Antolicio Francisco	Guterres	Timor-Leste
Mr.	Raimundo	Mau	Timor-Leste
Mr.	Florenciano	Miranda Da Costa	Timor-Leste
Mr.	Laiseni	Liava'A	Tonga
Ms.	Viktoriya	Akopova	Turkmenistan
Ms.	Yulia	Kovalevskaya	Uzbekistan
Mr.	Christopher	Simelum	Vanuatu
Ms.	Anh	Nguyen Van	Viet Nam
Mr.	Hussein	Shedaiwa	Yemen
Mr.	Sabin	Guendehou	Resource person
Mr.	Philip	Acquah	Resource person
Mr.	Jigme		UNFCCC/resource person
Mr.	Dominique	Revet	UNFCCC/resource person
Ms.	Lornaliza	Kogler	UNFCCC/resource person

Annex II

List of participants in the hands-on training workshop for the African and Eastern European regions

Title	*First name*	*Surname*	*Country organization function*
Ms.	Salima	Cherchali	Algeria
Mr.	Baritz	Mehdiyev	Azerbaijan
Mr.	Jacques Bamikole	Kouazounde	Benin
Ms.	Chandapiwa Peggy	Sebeela	Botswana
Mr.	Diomède	Nyengayenge	Burundi
Mr.	Francisco	da Veiga Correia	Cabo Verde
Mr.	Jerry Maxime	Manza Loti	Central African Republic
Mr.	Mahamat Hassane	Idriss	Chad
Ms.	Said Abdallah	Batouli	Comoros
Mr.	Gaston	Samba	Congo
Mr.	Kouadio Désiré	N'Goran	Côte d'Ivoire
Mr.	Mohammad Hamdy	Darraj	Egypt
Mr.	Michael Yemanr	Mehreteab	Eritrea
Mr.	Berhanu Solomon	Genet	Ethiopia
Ms.	Guigwenina	Magoulou	Gabon
Mr.	Georges Bayonne	Mboumba	Gabon
Mr.	Bruno	Nkoumakali	Gabon
Mr.	Eric Arnaud	Otogo Castane	Gabon
Mr.	Bernard Landry	Panzou	Gabon
Mr	Lamin Mai	Touray	Gambia
Mr.	Giorgi	Mukhigulishvili	Georgia
Mr.	Joy	Ankomah	Ghana
Mr.	Karifa	Kourouma	Guinea
Mr.	Heloyso Eduardo	Cunha Kassimo	Guinea-Bissau
Mr.	David Buluku	Adegu	Kenya
Mr.	Victor Pheello	Ralenkoane	Lesotho
Mr.	Boima	Kiazolu	Liberia
Mr.	Todisoa	Manankasina	Madagascar

Title	*First name*	*Surname*	*Country, organization, function*
Ms.	Hannah	Kasongo	Malawi
Mr.	Drissa	Doumbia	Mali
Mrs.	Devika	Balgobin	Mauritius
Mr.	Clemencio	Nhantumbo	Mozambique
Mr.	Abdoulaye	Issa	Niger
Mr.	Herman	Hakuzimana	Rwanda
Mr.	Artur	Trindade	Sao Tome and Principe
Mr.	Papa Lamine	Diouf	Senegal
Mr.	Sahr	Aruna	Sierra Leone
Ms.	Lungile	Manzini	South Africa
Mr.	Gossi Awad	Ahmed Babiker	Sudan
Ms.	Khetsiwe	Khumalo	Swaziland
Mr.	Abiziou	Tchinguilou	Togo
Ms.	Ons Khechine	Bouzghaya	Tunisia
Mr.	Akram	Hamza	Tunisia
Ms.	Mwiche	Kabwe	Zambia
Mr.	Philip	Acquah	Resource person
Mr.	Sabin	Guendehou	Resource person
Mr.	Jigme		UNFCCC/resource person
Mr.	Dominique	Revet	UNFCCC/resource person
Ms.	Lornaliza	Kogler	UNFCCC/resource person

Annex III

List of participants in the hands-on training workshop for the Latin America and Caribbean region

Title	*First name*	*Surname*	*Country organization function*
Ms.	Helena	Brown	Antigua and Barbuda
Ms.	Maria Sol	Aliano	Argentina
Mr.	Robert	Hall	Bahamas
Mr.	William	Hinds	Barbados
Mr.	Edgar	Ek	Belize
Ms.	Danielly	Godiva Santana Molleta	Brazil
Mr.	Paulo	Cornejo	Chile
Mr.	Juan Gabriel	Osorio Osuna	Colombia
Ms.	Vicky	Guerrero Barrios	Colombia
Ms.	Katherine	Ovalle-Sanabria	Colombia
Ms.	Gladys	Jiménez	Costa Rica
Ms.	Kimisha	Thomas	Dominica
Ms.	Karen	Hedeman Lluberes	Dominican Republic
Ms.	Alexandra	Buri	Ecuador
Mr.	Alejandro	Espin	Ecuador
Ms.	Pamela	Sangoluisa	Ecuador
Mr.	Marcel	Oseida de Leon	Guatemala
Mr.	Ewart	Moore	Guyana
Mr.	Stanley	Belizaire	Haiti
Mr.	Gerald Charles Atkinson	Lindo	Jamaica
Ms.	Carmen	Prieto	Panama
Mr.	Sylvester Franklin	Belle	Saint Kitts and Nevis
Ms.	Neranda	Maurice	Saint Lucia
Mr.	Cornelis	Becker	Suriname
Ms.	Delezia	Singh	Trinidad and Tobago
Ms.	Guadalupe Alejandra	Martinez Nuñez	Uruguay
Ms.	Carmen	Meneses	Venezuela (Bolivarian Republic of)

Title	*First name*	*Surname*	*Country/organization/function*
Ms.	Karen	Ortega Marin	UNFCCC Regional Collaboration Centre
Mr.	Alexandre	Gellert Paris	UNFCCC Regional Collaboration Centre
Mr.	Philip	Acquah	Resource person
Mr.	Sabin	Guendehou	Resource person
Mr.	Donald	Cooper	UNFCCC/resource person
Mr.	Dominique	Revet	UNFCCC/resource person
Ms.	Lornaliza	Kogler	UNFCCC/resource person

Annex IV

Agenda for the hands-on training workshop for the Latin America and Caribbean region

Monday, 24 March 2014

8 a.m. to 9 a.m.	Registration

Session 1: Opening and introductory session

9 a.m. to 9.45 a.m.	Opening session

- Opening event and address – Dr. Rodrigo Suárez, Climate Change Director, Ministry of Environment and Sustainable Development, Colombia
- Welcome remarks – Mr. Donald Cooper, Coordinator, Mitigation, Data and Analysis Programme, UNFCCC
- Keynote address – Dr. Omar Franco, General Director, Instituto de Hidrología, Meteorología y Estudios Ambientales, Colombia

9.45 a.m. to 10 a.m.	Coffee break
10 a.m. to 10.20 a.m.	Introductory session

- Self-introduction – participants and resource persons
- Overview of the workshop

Session 2: National greenhouse gas (GHG) inventories: general and cross-cutting themes

10.20 a.m. to 12.30 p.m.	National GHG inventories: general and cross-cutting themes – theory

- Introduction
- Building a sustainable national GHG inventory management system
- Cross-cutting issues, such as methodological and data choices, addressing data gaps, the emission factor database, quality assurance/quality control procedures, key category analysis and uncertainty assessment

12.30 p.m. to 2 p.m.	Lunch break
2 p.m. to 4.30 p.m.	National GHG inventories: general and cross-cutting themes – practical

- Introduction to the non-Annex I GHG inventory software (NAIS)
- NAIS users, and inventory and submission management

4.30 p.m. to 4.45 p.m.	Coffee break
4.45 p.m. to 6 p.m.	• Key category analysis, consistency check and uncertainty assessment • Software application exercise on user and inventory management

Tuesday, 25 March 2014

Session 3: Energy sector

9 a.m. to 10.30 a.m.	Fuel combustion – theory • Sector overview • Emission sources and activities • Basic emission processes • Good practice guidance
10.30 a.m. to 10.45 a.m.	Coffee break
10.45 a.m. to 11.30 a.m.	Application of NAIIS for the energy sector – fuel combustion • Walk-through session on the NAIIS energy module, including detailed discussion on methodologies and how they are implemented in the software • Case study, using real country-specific data, on the use of the software
11.30 a.m. to 2 p.m.	Payment of daily subsistence allowance and lunch break
2 p.m. to 3.30 p.m.	Fugitive emissions – theory • Sector overview • Emission sources and activities • Basic emission processes • Good practice guidance
3.30 p.m. to 3.45 p.m.	Coffee break
3.45 p.m. to 6 p.m.	Application of NAIIS for the energy sector – fugitive emissions • Walk-through session on NAIIS energy module, including detailed discussion on methodologies and how they are implemented in the software • Case study, using real country-specific data, on the use of the software

Wednesday, 26 March 2014

Session 4: Industrial processes and waste sectors

9 a.m. to 10.45 a.m.	Industrial processes – theory • Sector overview • Emission sources and activities • Basic emission processes • Good practice guidance
10.45 a.m. to 11 a.m.	Coffee break
11 a.m. to 12.30 p.m.	Application of NAIIS for the industrial processes sector • Walk-through session on NAIIS industrial processes module, including detailed discussion on methodologies and how they are implemented in the software • Case study, using real country-specific data, on the use of the software
12.30 p.m. to 2 p.m.	Lunch break
2 p.m. to 3.30 p.m.	Waste sector – theory • Sector overview • Emission sources and activities • Basic emission processes • Good practice guidance
3.30 p.m. to 3.45 p.m.	Coffee break
3.45 p.m. to 6 p.m.	Application of NAIIS for the waste sector • Walk-through session on NAIIS waste module, including detailed discussion on methodologies and how they are implemented in the software • Case study, using real country-specific data, on the use of the software

Thursday, 27 March 2014

Session 5: Agriculture sector

9 a.m. to 10.45 a.m.	Agriculture – theory • Sector overview • Emission sources and activities • Basic emission processes • Good practice guidance
10.45 a.m. to 11 a.m.	Coffee break
11 a.m. to 12.30 p.m.	Application of NAIS for the agriculture sector • Walk-through session on NAIS agriculture module, including detailed discussion on methodologies and how they are implemented in the software • Case study, using real country-specific data, on the use of the software
12.30 p.m. to 2 p.m.	Lunch break
2 p.m. to 3 p.m.	Application of NAIS for the agriculture sector (cont.)

Session 6: Land-use change and forestry (LUCF)/land use, land-use change and forestry (LULUCF) sector

3 p.m. to 4.45 p.m.	LUCF/LULUCF – theory • Sector overview • Emission source/sink categories and sinks • Basic emission processes • Good practice guidance for LULUCF
4.45 p.m. to 5 p.m.	Coffee break
5 p.m. to 6 p.m.	LUCF/LULUCF – theory (cont.)

Friday, 28 March 2014	
9 a.m. to 10.45 a.m.	Application of NAIIS for the LUCF/LULUCF sector • Walk-through session on LUCF/LULUCF module, including detailed discussion on methodologies and how they are implemented in the software • Case study, using real country-specific data, on the use of the software
10.45 a.m. to 11 a.m.	Coffee break
11 a.m. to 12.30 p.m.	Application of NAIIS for the LUCF/LULUCF sector (cont.)
12.30 p.m. to 2 p.m.	Lunch break
2 p.m. to 3 p.m.	Cross-cutting issues – additional session
3 p.m. to 4 p.m.	Feedback and wrap-up session (questions and answers) and closing